



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## DOM Departmental Policy

SUBJECT: Faculty Letters of Offer and Letters of Intent

EFFECTIVE DATE: October 1, 2011

PURPOSE: To assist Division Directors/Division Administrators with the Chair's review and approval of Faculty Letters of Offer and Letters of Intent.

POLICY: Faculty Letters of Offer and/or Letters of Intent will be reviewed by the Department of Medicine Chairman's Office Senior Administrative Team prior to review by the Chair. A template letter is provided on the Department website forms page under Faculty Recruitment: <http://www.dom.uab.edu/forms/>. It contains all the elements required by the University. Following the format and including the applicable content provided in the template speeds the review process and is strongly encouraged.

A letter of offer may be sent to the candidate after a Phase I faculty recruitment packet has been approved by the Dean and Provost's Offices. Prior to the Phase I approval, a Letter of Intent may be sent to the candidate after it has been approved by the Chair following the procedures below. All letters, including unsigned electronic drafts, must be reviewed by the Chair before being sent to the candidate.

To assist in describing available funding to support a new recruit, the DOM Business Plan for New Faculty with a five-year budget will accompany all Letters of Offer and Letters of Intent sent for review. The DOM Business Plan for New Faculty and five-year budget spreadsheet can be found at under Faculty Recruitment at: <http://www.dom.uab.edu/forms/>.

### PROCEDURE:

1. Email a copy of the draft Letter of Offer or Letter of Intent and the DOM Business Plan for New Faculty with a five-year budget as MS Word/Excel documents to the Chairman's Office Personnel Generalist.
2. After review to ensure the required elements are included, the draft letter and business plan will be forwarded by the Personnel Generalist to the Senior Administrative Team.
3. The Senior Administrative Team will communicate with the Division regarding any edits recommended.
4. The final draft will be forwarded by Senior Administrative Team to the Chair.
5. The Chair will return approved draft to the Personnel Generalist.
6. The Personnel Generalist will forward the approved draft to the Division to print on letterhead for Chair signature (Letter of Intent) or for inclusion in the Phase I packet (Letter of Offer).

RESPONSIBILITY: Division Director/Division Administrator

### SIGNED BY:

Seth Landefeld, MD  
Professor and Chair  
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Spencer Chair in Medical Science Leadership

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